Web Site User Guide

This user guide will enable users to explore the facilities of the new web facility in the following categories

1. Home Page Guide to facilities including Registration & login
2. Placing an order – Checking Stock
3. Special Offers
4. My Account

If you have any questions please contact the help desk by emailing registration@mcdscotland.co.uk & one of our Web Team will quickly be in contact with you. This guide is also downloadable from the Web Site.

MCD Scotland Web Team

Section 1   Home Page Key Features

Not Logged In

Register

Login Button

Search Box

Quick Links to Product Types

Hero Brands

Downloads

Useful Links

Contact

Metric Converter

Contact Us

Logged In

Home Button

View Products

My Account

Special Offers

1. **Register/Login**
   a. **Register** – Click here to register for an online account, complete the details and one of our Web Team will set up your Web details and email you back with further instructions to complete the registration process.

   b. **Login** existing users click here to login to your account, if you have forgotten your login details or password follow the links and our Web Team will get you back on line. For security reasons we are unable to give details over the phone. Password are case sensitive

2. **Search Box** – Enter a Quality or design name here, click search & the Web Site will display all matching options = click on one to check stock-place orders.

3. **Quick Links to Product Typ**es – these Icons will always remain visible at the top of each web page so you can quickly navigate to alternative products. In this example clicking on Carpet displays carpet products in alphabetical order. Product types are also available from the drop menu under **View Products.**

4. **Hero Brands** – Click on these icons to display all products within that brand, click the arrows to scroll right or left to see more hero brands, in this example we clicked "Quickstep" to show all Quickstep products, then click on a product to see the detailed designs/colours & widths

5. **Downloads and Useful Links**

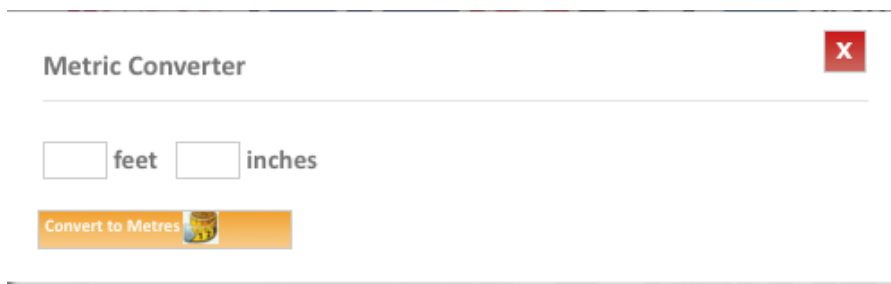   Downloads will access downloadable documents such as price lists & user guides
   Useful Links will connect you to our manufacturers web sites & help sites
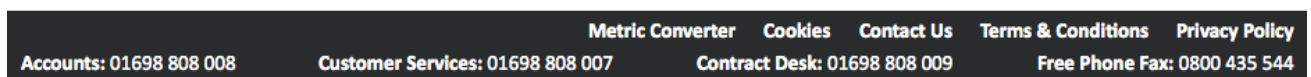
6. **Metric Converter**

   A handy converter to change your imperial measurements to metric
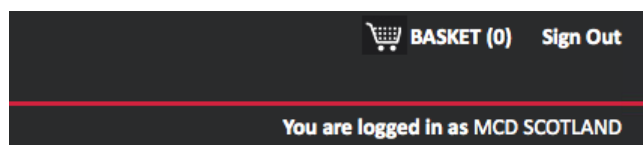
   (The website only accepts metric orders)

7. **Contact**

   Our Contact details with Hyperlinked email address. Other Contact numbers along bottom of homepage

CONTACT

Cairnie House, Tannochside Drive
Tannochside Park, Uddingston
Glasgow G71 5PD
Tel: 01698 80 80 00
Fax: 01698 80 80 03
Email: mcdscotland@mcd.co.uk

| Accounts: 01698 808 008 | Customer Services: 01698 808 007 | Contract Desk: 01698 808 009 | Metric Converter   Cookies   Contact Us   Terms & Conditions   Privacy Policy   Free Phone Fax: 0800 435 544 |

8. **Page Constants** Buttons at the top of the page always available

BASKET (0)   Sign Out

You are logged in as MCD SCOTLAND

Home   View Products   My Account   Special Offers

   i. Basket - Confirms number of items currently in your basket. Click to view basket.
   ii. Sign out - Click to sign out of site. Below is confirmation of account you're logged in as. Unless you checked the box to "keep me logged in " when you signed in, you will be automatically signed out if the web site is inactive for a period of time. If you log out with items in your basket they will be discarded.
   iii. Home Button – Click on this at any time to return to the home screen .
   iv. View Products – Drop down menu of the Quick Link to Product Types in point 3 above
   v. My Account – See Section 4
   vi. Special Offers – See Section 3

End Section 1

Section 2   Placing an Order – Checking Stock

1. Product Selection – from the home screen in this example we have selected Carpet as our Main type – the Web Site will display all Carpet Qualities in Alphabetical order

2. Filtering - Down the left hand side are a number of filters that restrict the number of products displayed – the filters applied are shown at the top of the filter box, they can be cancelled at any time by clicking the "X" next to the filter.

3. Click on the picture of the product or More Details and all the design options in that range will be displayed. Note the following
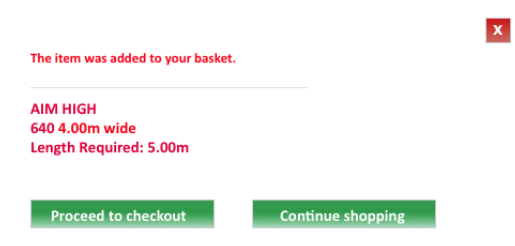   a. Width is defaulted to the smallest width – click on the arrow next to the width to show other widths available.
   b. The cost shown is the cost to you as per your agreed terms.
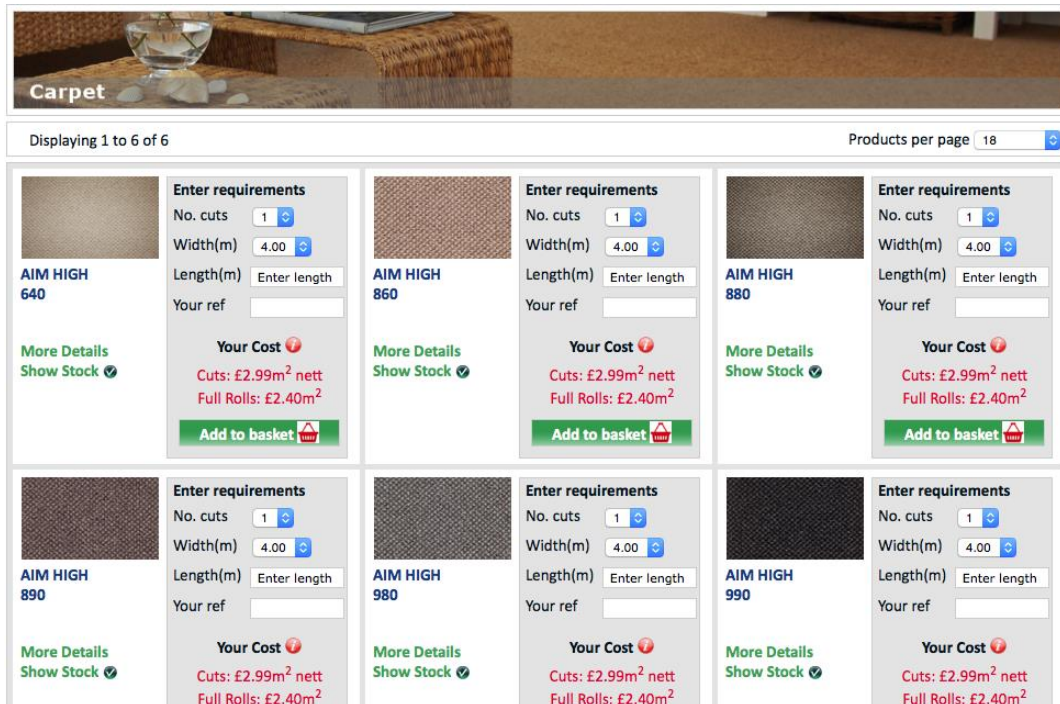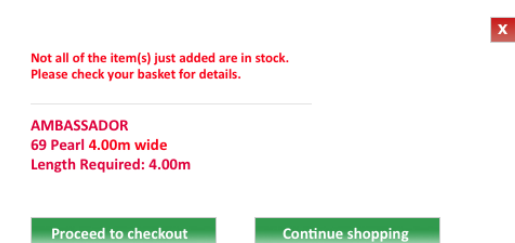

4. To place a simple order or to check Stock
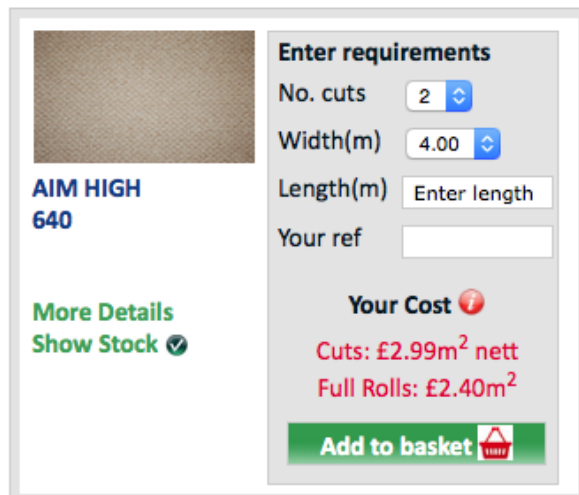   a. Key in the length required.

   b. Click Add to Basket – If the item is in stock it will be confirmed.

   c. If not in Stock a warning message will be displayed.

d. To order multiple cuts, alter the number of cuts
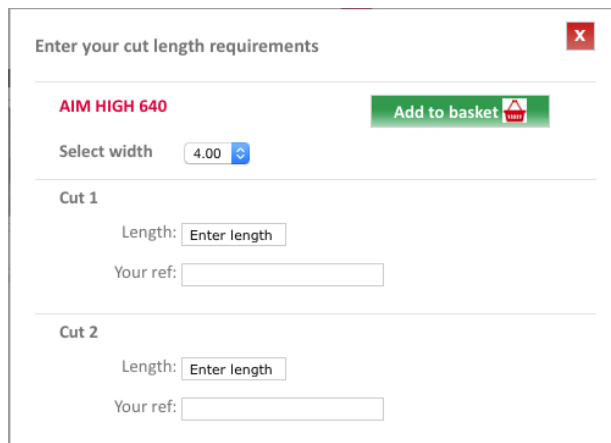
You are then given the opportunity to add a number of lengths and differing references for each one if required. Note that the Web Site will always try to cut all items from the same roll so ensure that the total length required is within a reasonable roll length.
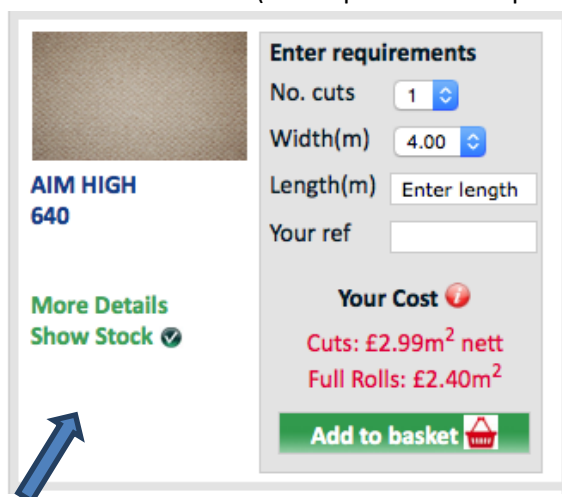
5. **Viewing Stock to Select a Roll or part roll**
   a. Click on More details (or the picture of the product)

b. The stock detail screen is displayed

c. **From this screen you have a number of options**

    i. Click on the picture to see an enlarged image

    ii. Enter cut length orders

    iii. Select a part roll balance

    iv. Select a full roll or a half roll is allowed.

    v. See more product details

6. Completing Your Order

a. Clic on Your Basket, full information will be displayed.

Shopping Basket
Home > Shopping Basket

REMOVE	PRODUCT	LENGTH/QTY		COLOUR MATCH	STOCK STATUS	YOUR REF	LINE VALUE (Ex VAT)
☐	**AMBASSADOR 69 PEARL 4.00** 2-Ply 100% Polypropylene Heather Saxony	5.00	m	Colour Match: 1	Contact Us		239.20
☐	**AMBASSADOR 69 PEARL 4.00** 2-Ply 100% Polypropylene Heather Saxony	4.00	m	Colour Match: 1	Contact Us		191.36
☐	**AIM HIGH 640 4.00** 5/32" Polypropylene Loop Pile	5.00	m		In stock		59.80

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

*Remote warehouse

Update basket 🧺

b. At this point you can opt to remove out of stock items, by clicking the box in the first column headed 'Remove' and "update basket" or leave them on order.

c. Remove any items that show "Contact us " by clicking the Remove box and update basket (will re-display from confirmation).The Proceed to checkout will not display until all "contact us" items have been removed. You will need to call us to discuss these orders.

Shopping Basket
Home > Shopping Basket

REMOVE	PRODUCT	LENGTH/QTY		COLOUR MATCH	STOCK STATUS	YOUR REF	LINE VALUE (Ex VAT)
☐	**AIM HIGH 640 4.00** 5/32" Polypropylene Loop Pile	5.00	m		In stock		59.80

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

*Remote warehouse

Update basket 🧺   **Proceed to checkout**

d. Click Proceed to Checkout & Select the delivery address to be used.

Please Select Your Delivery Address
Home > Shopping Basket > Delivery Address

MCD SCOTLAND
TANNOCHSIDE PARK, UDDINGSTON

G71 5PD

Deliver to this address ☑

e. Select a delivery date & accept the order, note the earliest delivery date is shown in Red, non-delivery days are dimmed and cannot be selected.

f. You will be sent an email confirming the order has been placed.

7. Other Order Types

a. **Underlays** are shown as a list without pictures.

b. Click on the range name for more details

c. Select number of rolls required and add to basket

d. Wood & Laminate

    i. Price Shown per m2 and per pack
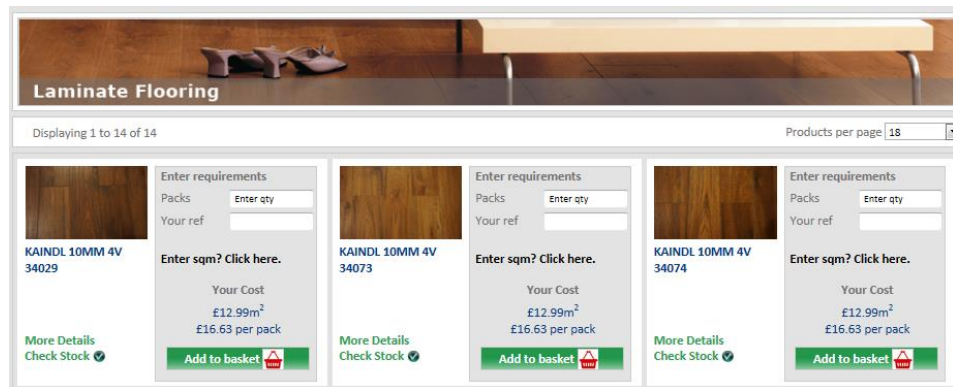
    ii. Full pack orders only allowed or enter in m2 and the Web site will round up to full packs.
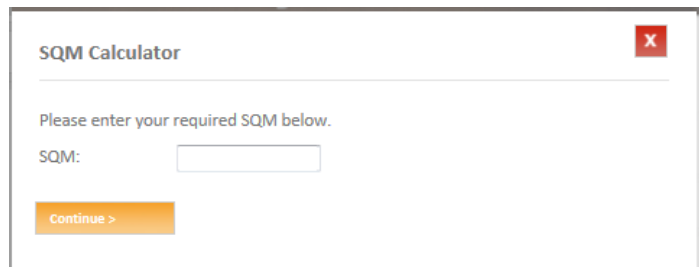
    iii. Matching Accessories are shown at the bottom of the screen can be click on to order.

e. Tools - Order easily the correct tools with pictures and descriptions, use the filters to narrow your search.
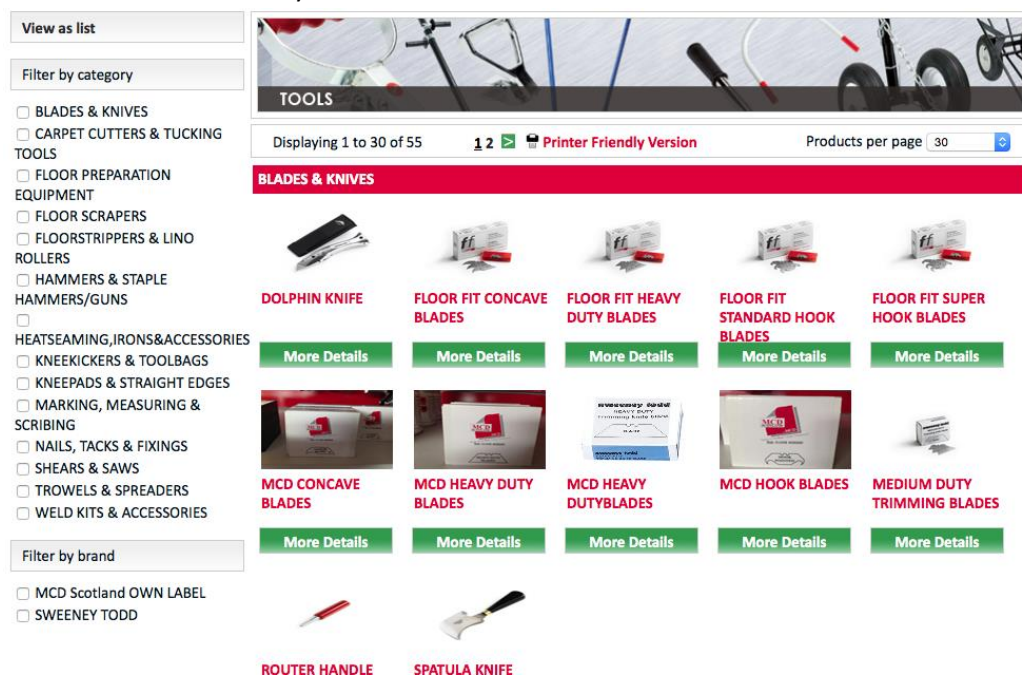
Most important do not forget to update your basket and accept the order!

Section 3   Special Offers

Click on Special Offers view Discontinued & Job List Bargains.
Use the filters to narrow your search
Click on a product name or image to display the rolls available with values!

Filter by category

- ☐ Carpet
- ☐ Carpet Tiles
- ☐ Contract - Non Roll
- ☐ Contract - Roll
- ☐ Contract Carpet
- ☐ Domestic Vinyl
- ☐ Miscellaneous - Non Roll
- ☐ Miscellaneous - Roll
- ☐ Rug
- ☐ Wood, Laminate & LVT

Filter by offer type

- ☐ Discontinued
- ☐ Regular Roll
- ☐ Special Offer

Filter by product type

- ☐ 100% Wool Berber
- ☐ Bathroom
- ☐ Berber
- ☐ Cord
- ☐ Cut & Loop
- ☐ Cut Pile Print
- ☐ Fibrebonded
- ☐ Graphic
- ☐ Laminate
- ☐ Loop Pile Print
- ☐ Luxury Vinyl Tiles
- ☐ Miscellaneous
- ☐ Natural
- ☐ Saxony
- ☐ Shag

Special Offers

Displaying 1 to 30 of 652   1 2 3 4 5 ▷   Products per page 30

### Carpet

Product Description	Rolls	Short Rolls	m² Price	Offer Type	Type
ADVENTURE TWIST 1000 BEIGE Width: 4.00m		1	£3.58 Nett *	D	Twist
ADVENTURE TWIST 3400 RUST Width: 4.00m	18	1	£3.58 Nett *	D	Twist
ADVENTURE TWIST 5500 BORDEAU Width: 4.00m		2	£3.58 Nett *	D	Twist
ADVENTURE TWIST 996 CHOCOLAT Width: 4.00m	31	4	£3.58 Nett *	D	Twist
AINTREE & ASCOT AINTREE 110 Width: 4.00m	1		£2.38 Nett *	R	Cord
AINTREE & ASCOT AINTREE 154 Width: 4.00m	1		£2.38 Nett *	R	Cord
AINTREE & ASCOT AINTREE 158 Width: 4.00m	1		£2.38 Nett *	R	Cord

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Click here to enlarge image

IDEAL
CREATIVE FLOORING

Suitability GENERAL DOMESTIC

Special Detail

AINTREE & ASCOT AINTREE 110 MOON ** Regular Offer **   **Return to summary**

Description: 1/10" TRISTAR POLYPROP LOOP PILE BERBER

Widths: 4/5m
Backing: FELTBAC
Pile Content: 100% POLYPROPYLENE
Pile Weight: 405gr/m2

Roll balances available

Length	Width	m² price	Line value	Select	Your ref
No roll balances available.					

Full rolls available

Length	Width	m² price	Line value	Select	Your ref
29.00m	4.00m	£2.38	£276.08	☐	

Add to basket

Section 4 My Account

1. From the home page click my account and get the Account detail page

My Account
Home > My Account

Company Details
Account Number:
Email Address:
Update Email Address:
Tel:
Mobile:
Show Prices: ☑

Update details

Change Password
Username:
Current Password:
New Password:
Confirm New Password:

Update password

View Outstanding Account Balances >

Latest Orders

Placed: 08/06/2015 **Your Ref:** . **Our Ref: 2805172**
Placed: 08/06/2015 **Your Ref:** . **Our Ref: 2805171**
Placed: 03/08/2011 **Your Ref:** . **Our Ref: 2209273**

View orders placed in last 2 weeks >

View undelivered orders >

Search orders >

Notifications
Web Order Confirmation by email
☑ Always
☐ Never
☐ Ask

Update

Your Rep
DORMANT Tel:

2. **Basic Features include**
   a. Update your email address
   b. Change your password
   c. Control whether you get order confirmations or not.

3. **Account Details Key Facilities**
   a. **View Outstanding Account Balances** & request email copies
   b. Email a copy statement

My Statement
Home > My Account > Outstanding Account Balances

Company Name:
Account:

Printer Friendly

Displaying 1 to 1 of 1 transactions

Date	Type	Reference	Your Ref	Debits	Credits	Balance	Email Copy
01/03/15	**Invoice**	01133301		118.30		118.30	☐

Email Statement **Email Selected Documents**

4. View your most **Latest Orders** in more detail – click on any order shown to display the order details & status – you can even view the Proof of Delivery

5. View all **Orders Placed in last 2 Weeks** & the status of those orders or just **View Undelivered Orders**.

6. Search your orders by various methods including your order number & Invoice Number.

End of User Guide